

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Single Record Student Database (SRSD)**

### **Introduction to Data Manual**

Questions?  
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## **I. Preface**

The purpose of this data manual is to provide local education agency (LEA), intermediate school district (ISD), and public school academy (PSA) staff members with the information necessary to complete the Single Record Student Database (SRSD) data submission to the Center for Educational Performance and Information (CEPI).

This data manual appears on the CEPI Web site ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)) on the Single Record Student Database (SRSD) page of the MEIS Data Services section. It is posted by the specific sections of the data manual such as data field descriptions, cycles of field submission, and so on, so that these sections can be downloaded as needed.

It is highly recommended that districts regularly refer to the SRSD page for the most up-to-date information about the data submission. Because of changing state and federal mandates, it is possible that requirements regarding data definitions may be modified during a data submission cycle.

## **II. Background on the Single Record Student Database (SRSD)**

The Single Record Student Database (SRSD) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is an office located within the Office of the State Budget and is responsible for the collection and reporting of data about Michigan's K-12 public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The SRSD is one database component of the MEIS.

State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel, and individual schools. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with ISDs, LEAs and PSAs.

State agencies such as the Department of Education, the Department of Career Development, the Department of Treasury and others, provide CEPI with the specifications about the data that are required by state and federal laws, including data definitions. To ensure greater accuracy of the data definitions used by district staff members, CEPI established the Data Definition Review Group comprising officials from the various state departments. This group's purpose is to provide a formal process for determining the specifications of each data field that districts are required to submit. This includes adding, editing and eliminating data fields and definitions for each data submission cycle.

Once this group has approved each data definition for a particular cycle, CEPI begins working with the Department of Information Technology (DIT) to develop, edit or eliminate each field specification. After the DIT has approved the changes to the SRSD upload application and Error Check Program, CEPI communicates this information to the LEAs, PSAs, and ISDs for the data submission cycle. The most up-to-date information about any data submission is posted to the SRSD page on the CEPI Web site. To access this information, go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi); click on MEIS Data Services (left navigation bar); click on Single Record Student Database (left navigation bar).

### **Uses of SRSD Data**

The data submitted by school districts via the Single Record Student Database (SRSD) include discrete information about individual students such as age, gender, race and ethnicity, and program participation. The data collected via the SRSD are used to meet the reporting requirements of the federal *No Child Left Behind Act of 2001* and other state and federal laws. For instance, SRSD data are used to determine adequate yearly progress (AYP), state aid payments, and accreditation, just to name a few.

## **Submission Dates and Requirements for the SRSD**

Districts are required to submit SRSD data three times each school year:

1. **Fall:** Local districts and public school academies submit their student data to their intermediate school districts six weeks after the official count day in September. ISDs submit these data to CEPI no later than eight weeks after the count day. The deadline for submission to CEPI by the ISDs is mid-November each year.
2. **Spring:** Local districts and public school academies submit their student data to their intermediate school districts six weeks after the official count day in February. ISDs submit these data to CEPI no later than eight weeks after the count day. The deadline for ISDs to submit data to CEPI is the first or second week of April each year.
3. **End-of-Year:** Local districts and public school academies submit their student data to their intermediate school districts by the last Friday of June each year. ISDs submit these data to CEPI two weeks later, in mid-July.

Please refer to the MEIS Data Services section of the CEPI Web site ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)) for the Calendar of Collection and Submission Dates for the SRSD and the other MEIS data sets.

Local districts and public school academies are responsible for maintaining student data at the individual level. The state does not specify any particular software for maintaining student data. However, a list of commercial vendors whose products accommodate state submission requirements is available on the CEPI Web site, in the MEIS Data Services section.

Local districts and public school academies are responsible for submitting their student data to their intermediate school district (ISD). However, local districts and public school academies need to ensure that their files successfully pass the state's error checking procedures before submitting their data to their ISD.

ISDs are responsible for submitting their member districts' student data as well as their own ISD student data to CEPI. ISDs also need to ensure that all files successfully pass the state's error checking procedures before submitting data to CEPI.

### **III. Getting Started with the Data Submission Process**

Discrete data about each student must be compiled at the district or public school academy before the data can be submitted to the ISD, and subsequently to CEPI by the ISD. The following information can assist with a smooth data transmission to the ISD and CEPI.

#### **The Importance of the School Code Master (SCM)**

The School Code Master (SCM) is one component of the MEIS. It is the state's official directory of schools and facility information. SCM school/facility code numbers are used to link all of the MEIS data sets, including the SRSD.

LEAs, PSAs and ISDs should update the online School Code Master (SCM) whenever district, school or facility information changes. Updates include changes in the name of a school, contact information (e.g., administrator, address, area code, e-mail), grade-range adjustments, as well as requests for new school facility numbers and closings of schools or facilities.

*Note for PSAs: For school district or school name changes, address changes, and/or grade and educational setting changes, PSA Authorizers must file the appropriate paperwork with the PSA Program at the Michigan Department of Education's Office of Field Services. PSAs cannot make these changes directly in the SCM. Once the appropriate paperwork has been received and processed at the Department, PSA Program staff members from the Department will notify CEPI staff members to update these PSA fields.*

It is highly recommended that districts and PSAs verify their SCM data before each data submission. When SCM records are out of date, data submission can be more difficult. With accurate SCM records, the management and submission of data go more smoothly.

Each LEA, PSA and ISD should have at least one authorized user for the online SCM. This authorized user can access the SCM regularly via the Internet to verify official information. To identify the currently authorized users for the online SCM for your district, send an e-mail request to [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

For more information about accessing the SCM, please refer to the SCM section of MEIS Data Services on the CEPI Web site ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)).

#### **Browser and Other Technical Requirements**

Internet Explorer (5.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use a Netscape browser to access a CEPI application, please be advised that the application does not function as well in Netscape as it does in Internet Explorer. For example, many Netscape users report pages format improperly or the appearance of data is not preserved when using the back and forward buttons. The problem is not with the application, but with the functionality built inside the Netscape browser. To upgrade to the most recent version of Internet Explorer, click on: <http://www.microsoft.com/windows/ie/default.asp>.

For best performance, view the CEPI Web site with a monitor resolution of 800-600 or higher.

## Creating an MEIS Account

All district staff members who are new users of the MEIS or any other CEPI application will need to create an MEIS account. An MEIS account is necessary for submitting a district's data.

To create an MEIS account:

1. Go to <http://meis.mde.state.mi.us/>.
2. Click on the "gold key," MEIS User Management.
3. In the pink box, click on Create an MEIS Account.
4. Follow the instructions, a total of four (4) steps.
5. Print the account information (MEIS ID#, login, and password) and retain for your records.

## Creating Security Access

After an MEIS account has been created, security access is needed to submit data. Data cannot be submitted without the appropriate security access.

To create security access:

1. Click on MEIS Data Services, from the CEPI home page ([www.michigan.gov/cepi](http://www.michigan.gov/cepi))
2. For the SRSD access security form, click on Single Record Student Database (SRSD) on the left navigation bar.
3. In the pink box, click on Security Agreement.
4. Click on Security Form.
5. Follow the instructions on the Security Form.

Note: Each MEIS data set requires a separate security agreement.

## Accessing the School Code Master (SCM)

As noted previously, accurate records in the SCM are critical to a district's data submission. It is recommended that each district verify these records prior to each data submission. Each district should have at least one authorized SCM user.

To access the SCM (authorized users only):

1. Go to CEPI Web site, [www.michigan.gov/cepi](http://www.michigan.gov/cepi).
2. Click on MEIS Data Services.
3. Click on School Code Master.
4. In the yellow box, please note the SCM User's Guide.
5. In the pink box, click on School Code Master Application.
6. On the top menu bar, click on Authorized User Login.
7. Enter your MEIS login and password and click on "Go." After the SCM has been accessed, an authorized user can "View/Edit School/Facility Records," "Add a School/Facility," and/or "Close a School/Facility."

*Note for PSAs: SCM authorized users for PSAs cannot add or close a school/facility at this site. The PSA Authorizers must file the appropriate paperwork with the PSA Program at the Michigan Department of Education's Office of Field Services. PSAs cannot make these changes directly in the SCM.*

## **Submitting/Uploading Data**

When ready to submit, update or upload a district's data:

1. Go to the CEPI Web site, [www.michigan.gov/cepi](http://www.michigan.gov/cepi).
2. Click on MEIS Data Services.
3. Click on Single Record Student Database (on the left navigation bar).
4. In the pink box, click on SRSD Upload/Audit Application.
5. Enter your MEIS login and password. (Login and password are case sensitive.)

## **Changing an MEIS Password**

To change an MEIS password:

1. Go to [www.meis.mde.state.mi.us](http://www.meis.mde.state.mi.us).
2. Click on the "gold key," MEIS User Management.
3. In the green box, enter your MEIS login and password. (Login and password are case sensitive.)
4. Click on Change Password.

## **Getting Assistance with Data Submissions**

The MEIS Data Services section of the CEPI Web site ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)) contains the most up-to-date information about any data submission. Please refer to the SRSD page of the MEIS Data Services section for information specific to the SRSD. Information such as the data manual, addenda to the data manual, and news, is posted to these pages of the CEPI Web site on a regular basis.

If a district is having technical difficulties submitting data to CEPI, please contact the DIT Education Help Desk at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or 517.335.0505. Be sure to provide a contact name, district number, telephone number (including area code and extension), the application involved, and an e-mail address.

Questions related to the content of the data (data definition issues, for example) should be referred to the contact information listed with each data field.



## **V. Glossary**

The following is a glossary of terms used throughout the SRSD Data Manual.

### **Aggregate Data**

Data that are reported as aggregate data are data for whole populations (for example, by district or by building). Data that are reported by specific subgroups of students such as gender, race and ethnicity, socioeconomic status, mobility, special education and disability, English as a Second Language (ESL) and Advanced Placement (AP), are sometimes noted as disaggregated data.

### **Application**

A computer program or group of programs designed for end users. Applications software are also known as end user programs and include database programs, word processors and spreadsheets.

### **Attachment**

An attachment refers to a file that is embedded in an e-mail message.

### **Beta Test**

In software development, a beta test is the second phase of software testing in which a sampling of the intended audience uses, or tests, the product. The first phase includes unit testing, component testing, and system testing. Beta testing can be considered "pre-release testing."

### **Boolean**

In computer searches, the use of the word "and" between two words or other values (for example, "pear AND apple") enables you to search for documents containing both of the words or values, not just one of them.

### **Browser**

A browser is a software program used to look at World Wide Web pages.

### **Byte**

A byte is a unit of data that is eight characters long.

### **CCD (Common Core of Data)**

The CCD is a comprehensive national statistical database with identifying information, basic statistics and fiscal data on public elementary and secondary education. The data are submitted by each state agency and jurisdiction and published on the CCD Web site: <http://www.nces.ed.gov/ccd/>.

### **CEPI (Center for Educational Performance and Information)**

CEPI was created as an independent state agency by Executive Order 2000-9 in 2000, and was moved into the Office of the State Budget by Public Act 191 of 2001. CEPI collects, manages and reports data about K-12 public schools in Michigan.

### **Certificate**

A certificate is an encrypted file that contains user or server identification that is used to verify, identify and help establish a security enhanced link.

**Character**

A printable symbol, generally one of a limited number of symbols including letters of the alphabet, numerals, and certain symbols such as the ampersand (&) and the "at sign" (@). There are several systems that encode characters. The most commonly used system for text file in personal computers is known as ASCII.

**Character string**

As a computer programming term, a character string is a contiguous sequence of characters.

**Classification of Instructional Programs (CIP Code)**

Classification of Instructional Programs (CIP) is a coding system that contains titles and descriptions of instructional programs, primarily at the postsecondary level. CIP was originally developed to facilitate collection and reporting of postsecondary degree completions, by major field of study, using standard classifications that capture the majority of program activity for the National Center for Education Statistics (NCES).

**Cohort**

A cohort is a group of individuals that have a statistical factor in common, for example, year of birth.

**Comma-Delimited**

Comma-delimited refers to the separation of data elements in a text file by a character such as a comma or combination of characters. In the case of a comma-delimited file, the comma that separates the elements is the delimiter.

**Comma Separated Values (CSV)**

CSV is a file extension used for data separated by commas. Each line of data is separated by a carriage return.

**Concatenated**

In computer programming and data processing, two or more character strings are sometimes concatenated (arranged in a chained list) for the purpose of saving space or so that they can be addressed as a single item.

**Cut Score**

A cut score is a specified point on a score scale such that scores at or above that point are interpreted or acted upon differently from scores below that point.

**Data**

Numerical or other information represented in a form suitable for processing by computer.

**Database**

A collection of data arranged for ease of retrieval.

**Data Mining**

Data mining is the act of analyzing a database or data warehouse and searching for new facts based on the data.

**Data Set**

A collection of related data records on a computer-readable medium such as a disc.

**Data Warehouse**

A collection of data designed to support management decision-making.

**Data Warehousing**

Warehousing is the act of putting data together in a Data Warehouse.

**Default**

A default is a preset value that is assigned automatically by an operating system and remains in effect unless overridden.

**Download**

A download is the action of transferring data from a remote computer to a local machine, typically over the Internet through a browser.

**EDN (Education Data Network)**

The EDN is the legacy online method created in 1989 by the Michigan Department of Education to collect aggregate pupil, personnel and finance data.

**Field**

A field is an area in a fixed or known location in a unit of data such as a record. A field can be subdivided into smaller fields.

**File**

A file is a related collection of records.

**Firewall**

A firewall is a system designed to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially intranets. All messages entering or leaving the intranet pass through the firewall, which examines each message and blocks those that do not meet the specified security criteria.

**Integer**

An integer is a whole number (not a fractional number). It can be positive, negative, or zero.

**ISD/ESA/RESA**

Intermediate School District/Educational Service Agency/Regional Educational Service Agency. Michigan has 57 ISDs. ISD/ESA/RESAs coordinate services for Michigan's constituent school districts, referred to as LEAs, or local educational agencies, and public school academies (PSAs).

**K-12**

Kindergarten through Grade 12.

**K-12 Database:** A group of online historical K-12 data files primarily derived from the EDN. The available categories are: student achievement; state school aid membership; pupil headcount; finance; staff; food and nutrition; accreditation; adult education; and transportation.

**Patch**

A patch is a minor update and/or change to a computer program that has been previously distributed. A patch is often made available to correct a "bug" in a program.

**Query**

A request for information from a database is called a query. Languages used to interact with databases are called query languages; an example is Structured Query Language (SQL).

**Statistical inference**

A statistical inference is a decision about one or more unknown or unobserved population parameters based on estimation and/or hypothesis testing.

**Student Interoperability Framework (SIF)**

Student Interoperability Framework (SIF) refers to a standardized system of reporting educational data being developed so that various data systems, such as state and federal, can "talk" to one another. A central feature is using common data elements with common names.

**Upload**

Uploading is the act of transferring data from a computer to a remote system.

**Note:** Some of the definitions listed have been adapted from various sources including *The American Heritage Dictionary, Third Edition*, and several online directories including: WhatIs.com; Geek.com Glossary; The Ultimate Computer Acronym Glossary; ConsumersReport.org; TechWeb.com (Tech Encyclopedia); Microsoft Computer Security and Privacy Glossary; Webopedia.com.